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MEMORANDUM FOR: Chief, Plans and Policy Staff

3 July 1957

SUBJECT : Intelligence School Weekly Report #27
27 June through 3 July 1957

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Auth:	3-10-78
Date:	By: 35

I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESA. Office of C/IS

It appears probable that the acute shortage of space on the second floor of R & S Building may be solved shortly. The area being vacated by Branch II, Library Division, OCR, in Alcott Hall will be ample for Management Training. Office of Logistics representatives have indicated that the space is available for OTR use.

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B. OTR Orientation Officer

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(1) [] people are scheduled to attend the Dependents' Briefing to be conducted on 2 and 3 July. The bon voyage statement will be given by [] Chief, NEA.

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(2) The CIA Introduction was suspended this week because of the holiday.

(3) Just before the IG left on his current trip, [] met with Mr. Kirkpatrick in order to get specific answers to questions that have been raised over the past few months in the various briefings. In addition, some time was spent discussing recent and impending developments in the Agency.

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(4) [] FE Executive Officer, called [] to request such overt literature as might be available on the National Security Council and the Federal intelligence system for the use of a foreign intelligence service. [] is gathering what material he has available and has requested photo-stats of other material from the Library.

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C. Orientation Faculty

(1) Seven changes in lecturers have been scheduled for Intelligence Orientation #11. Four of these changes have been

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made by the Orientation Faculty, in order to provide the students with stronger and more interesting lectures; the other three are due to the summer vacation schedule.

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(2) On Thursday, 27 June, [] conferred with Mr. John Clarke, Assistant to the Director, concerning a proposed lecture on "Needs and Uses of Intelligence." Mr. Clarke is interested in working up and delivering a lecture on this subject beginning with the August or September running.

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D. Intelligence Faculty

(1) On Friday, 28 June, [] students completed Instructional Techniques #27.

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(2) Intelligence Techniques #6 started on Monday, 1 July, with [] JOT's enrolled.

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(3) [] has proposed changing the titles of Reading Improvement and Reading Skills (Executive Workshop) to Reading Techniques and Reading Techniques (Executive Workshop).

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(4) Retests were conducted this week for Reading Improvement #33, which ended in April 1957. The results showed satisfactory retention of skill gains. [] has started scheduling the retests for the experimental class and will have those results by the first week of August.

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(5) For FE use, at [] request, [] is making a selection from instructional material used in Intelligence Research (Maps) and [] is providing instructional material used in the Writing Workshop. The material will be used by Mr. [] in training activities during his next tour of duty.

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(6) On Tuesday, 2 July, [] Recreation Officer of the Employee Services Branch, met with [] to discuss Agency employee interest in the formation of a toastmasters' club. As do other such organizations, this one will encourage fellowship as well as public speaking. Since former students of Effective Speaking and Conference Leadership have expressed an interest in such a club, [] plans to notify them of this activity.

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E. Administrative Training

(1) Administrative Training is reviewing several case files borrowed from WH for possible use in Operations Support.

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(2) [] reports that the Supply Handbook for Field Case Officers is being reviewed by the Planning Staff, Office of Logistics. They have stated that they cannot, at this time, issue this as a Regulation or Logistics Field Handbook. They are, however, willing to have OTR issue it as a Training Manual. They will review it and make suggestions for its publication as a Training Manual.

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(3) [] of FE is being briefed this week on the subjects covered in the last week of Administrative Procedures which he missed because of a leg infection. [] is leaving for his overseas post the end of July and would therefore be unable to attend this last week of instruction during the next presentation of Administrative Procedures.

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F. Management Training

[] people completed Basic Management #36 which ended on 28 June.

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G. Clerical Training

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(1) During the week of 24 June there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 24 June were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) Clerical Refresher #70 began on Monday, 1 July, with [] students enrolled. [] are from DD/P, [] are from DD/I, and [] are from DD/S.

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(4) [] assisted EE Support Personnel and the Training Section of EE in selecting shorthand and typing tests to be administered overseas to prospective contract employees. These tests are designed to ascertain the level of the skill that these persons have for entrance on duty. [] conference was a follow up of a meeting held previously between [] of EE, [] of A & E, and []

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H. Visual Aids Section

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The weekly report of VAS is attached.

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III. PERSONNEL NOTES

- A. [] reported to VAS on 2 July. 25X1
- B. [] reported to Administrative Training on 1 July. She is being briefed on the subjects she will take over from [] is enrolled in Operations Support beginning 29 July. 25X1
- C. [] is on annual leave until 29 July. 25X1
- D. [] is on two weeks' annual leave. 25X1
- E. [] returned to work on 1 July. He was away for a week because of the illness of his wife. 25X1
- F. [] returned from military duty on Tuesday, 2 July. 25X1
- G. [] is still on extended annual leave. 25X1
- H. [] will be on annual leave until 15 July. 25X1
- I. [] of VAS is on annual leave until 15 July. 25X1
- J. [] began two weeks of military duty on 1 July; this period may be extended to 26 July, depending on final Air Force training schedules for FY 1958. [] will be at [] for the first meeting of the Studies Editorial Board, 13-14 July. 25X1

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 [] 25X1
 Chief, Intelligence School

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